JOB AID

RECRUIT & SELECTION PROCESS

DELEGATED EXAMINING UNIT (DEU) CASE SAMPLE

(including Special Pay and Job Code/Position Number Request subprocesses)

1. HR SPECIALIST

a. HR Specialist initiates RECRUITMENT & SELECTION action input sheet.

b. HR Specialist selects "***Submit to Subprocess***" and clicks on to end the "Initiate Action" process and retrieve the "Recruitment & Selection" input sheet.

An automatic email notice that the Recruit & Selection action has been received in HR is sent to the addressee(s) shown in the AO's Email Address field of the input sheet, for example:
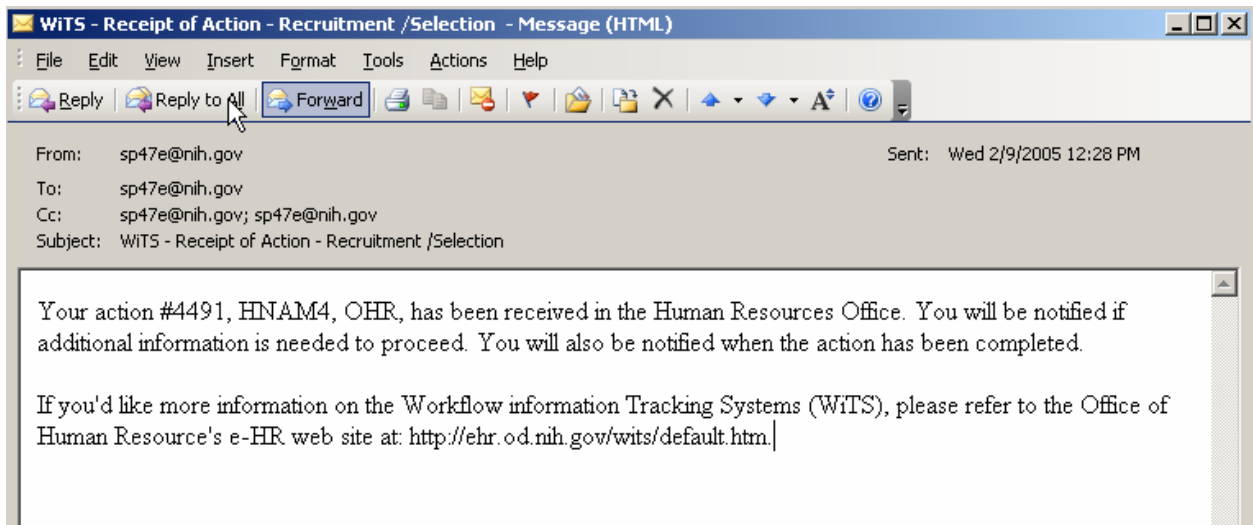
HR Specialist receives e-mail or WiTS pop-up window notification that a new workitem has been received.
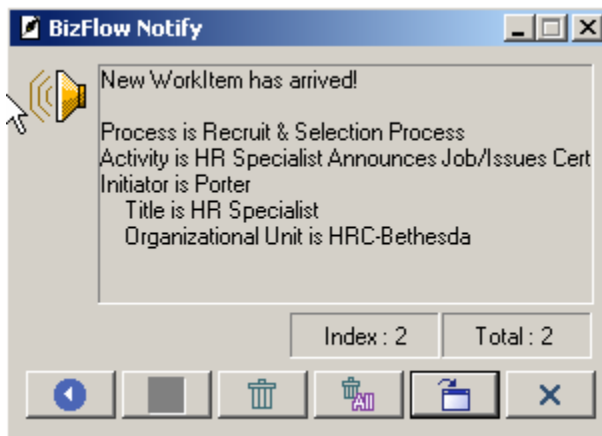
c. HR Specialist opens Recruit & Selection action to retrieve the two-page input sheet. From Page 1, click on ▶ to open Page 2.

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HR Specialist Announces Job/Issues Cert/Sele

TRANSACTION INFORMATION   * Required fields

WiTS #	AO's Email Address*	Action Type*		Date SF-52 Recv'd	Date Entered
4491	sp47e@nih.gov	Recruitment /Selection	▼	02/09/2005	02/09/2005 12:09:58

Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*
HNAM4	OD	OHR	05/01/2005

Priority	Action Status Code	Action Status	
High ▼	Red ▼	Active in HR ▼	

HR Assistant*	Porter, Sharon ▼	HR Specialist*	Porter, Sharon ▼	HR SPA*	Porter, Sharon ▼
Date Initiated/Sent	02/09/2005 12:27:48	Date Initiated/Sent			
Date Returned to IO		Date Returned to IO			

CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name

Position Title	Pay Plan	Series	Grade	Step	Pay Band	Pay Cluster
Biologist	GS ▼	0401	09 ▼	▼	▼	▼

Position Number		Job Code		CAN	
TK Number		Base Salary		Total Salary	
Certificate Type*	▼	Vice	Jane Frank		

NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)

New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster
	▼	▼	▼	▼	▼	▼

New Position Number		New Job Code		New CAN	
New TK Number		New Base Salary		New Total Salary	

ORIENTATION INFORMATION

Orientation	▼	CSD Orientation Contact		Orientation Contact Phone Number	
Orientaton Date		Duty Station		Hire Type	▼
Fingerprints Required	▼	Orientation Location			

COMMENTS

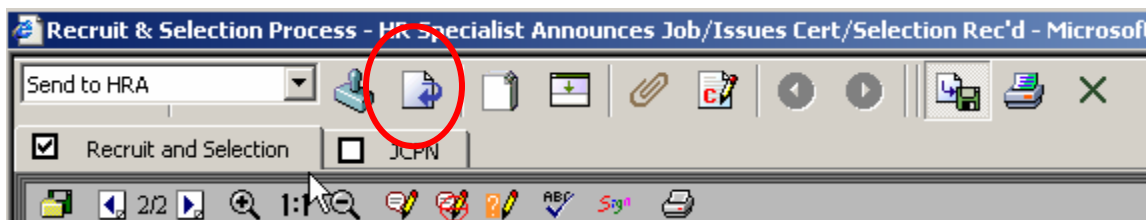| Comments/Status	

d. On Page 2, HR Specialist completes the relevant *pre-announcement* data fields in the Recruit & Selection section of the input sheet.

e. Write WiTS transaction number on your corresponding hardcopy case file.
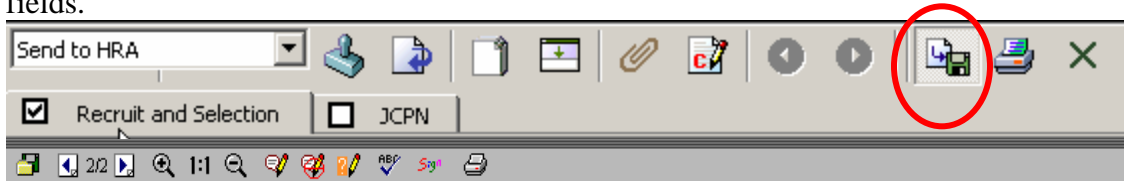

f. Click "***Partially Save***" [icon] button to save this partial information to the report database and close the work item.

When vacancy announcement is posted, HR Specialist opens Recruit & Selection action to retrieve and update page 2 of the input sheet. From Page 1, click on [▶] to open Page 2.

IMPORTANT: If not already enabled, immediately click on the "***Enable Editing***" [icon] button, making sure that the button is selected as shown in screenshot number 8 below.

2. HR Specialist updates input sheet by completing the relevant ***vacancy announcement*** data fields.

Click "***Partially Save***" [icon] button to save this partial information to the report database and close the work item.

3. a. ***When certificate is issued***, HR Specialist opens Recruit & Selection action to retrieve and update page 2 of the input sheet. From Page 1, click on [▶] to open Page 2.

   IMPORTANT: If not already enabled, immediately click on the "***Enable Editing***" [icon] button, making sure that the button is selected as shown in screenshot below.

   b. Update input sheet by completing relevant *DEU certificate* data fields.

   c. Click "***Partially Save***" [icon] button to save this partial information to the report database and close the workitem.

4. a. ***When certificate is returned by selecting official, job offer is made, special pay is determined, and EOD is set***, HR Specialist opens Recruit & Selection action to retrieve and update the two-page input sheet.
(NOTE: These activites may need to be entered at different times to accurately reflect current status. If so, repeat steps 10-12 above and update the relevant data fields as often as necessary.)

IMPORTANT: If not already enabled, immediately click on the "***Enable Editing***" button, making sure that the button is selected as shown in 3.a. above. This is particularly important for older actions initiated before 11/4/04.

On Page 1, complete data fields as appropriate for the type of action. *This is an example of a selection that results in a new career-conditional appointment under DEU procedures.*

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HR Specialist Announces Job/Issues Cert/Sele

TRANSACTION INFORMATION   * Required fields

WiTS #	AO's Email Address*	Action Type*		Date SF-52 Recv'd	Date Entered
4491	sp47e@nih.gov	Recruitment /Selection		02/09/2005	02/09/2005 12:09:58

Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*
HNAM4	OD	OHR	05/01/2005

Priority	Action Status Code	Action Status
High	Red	Active in HR

HR Assistant*	Porter, Sharon	HR Specialist*	Porter, Sharon	HR SPA*	Porter, Sharon
Date Initiated/Sent	02/09/2005 12:27:48	Date Initiated/Sent			
Date Returned to IO		Date Returned to IO			

CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID		First Name	MI	Last Name
		Patricia	F	Thomas

Position Title	Pay Plan	Series	Grade	Step	Pay Band	Pay Cluster
Biologist	GS	0401	09	10		

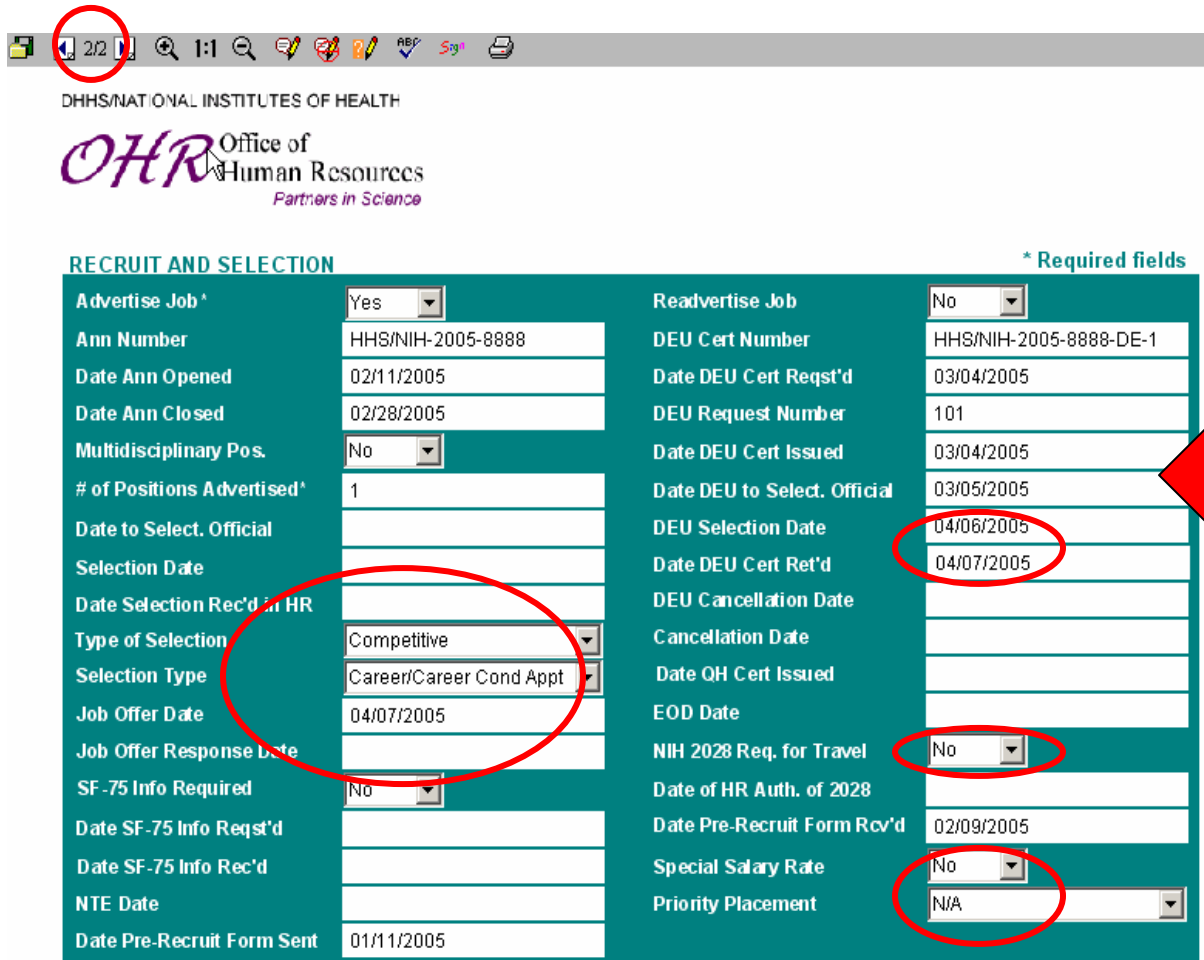| Position Number		Job Code		CAN	88888888
TK Number	11111	Base Salary	48604	Total Salary	56371
Certificate Type*	DEU	Vice	Jane Frank		

NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)

New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster

New Position Number		New Job Code		New CAN	
New TK Number		New Base Salary		New Total Salary	

ORIENTATION INFORMATION

Orientation	Yes	CSD Orientation Contact	Sharon Porter	Orientation Contact Phone Number	301-594-1462
Orientaton Date	05/02/2005	Duty Station	Bethesda, MD	Hire Type	New
Fingerprints Required	Yes	Orientation Location	Bethesda, MD		

COMMENTS

Comments/Status	

b. From Page 1, click on ▶️ to open and complete relevant *DEU certificate and selection* data fields on Page 2.

c. Partially save.

RECRUIT AND SELECTION   * Required fields

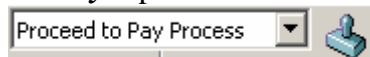|			
Advertise Job *	Yes	Readvertise Job	No
Ann Number	HHS/NIH-2005-8888	DEU Cert Number	HHS/NIH-2005-8888-DE-1
Date Ann Opened	02/11/2005	Date DEU Cert Reqst'd	03/04/2005
Date Ann Closed	02/28/2005	DEU Request Number	101
Multidisciplinary Pos.	No	Date DEU Cert Issued	03/04/2005
# of Positions Advertised *	1	Date DEU to Select. Official	03/05/2005
Date to Select. Official		DEU Selection Date	04/06/2005
Selection Date		Date DEU Cert Ret'd	04/07/2005
Date Selection Rec'd in HR		DEU Cancellation Date	
Type of Selection	Competitive	Cancellation Date	
Selection Type	Career/Career Cond Appt	Date QH Cert Issued	
Job Offer Date	04/07/2005	EOD Date	
Job Offer Response Date		NIH 2028 Req. for Travel	No
SF-75 Info Required	No	Date of HR Auth. of 2028	
Date SF-75 Info Reqst'd		Date Pre-Recruit Form Rcv'd	02/09/2005
Date SF-75 Info Rec'd		Special Salary Rate	No
NTE Date		Priority Placement	N/A
Date Pre-Recruit Form Sent	01/11/2005		

d. HR Specialist determines whether special pay process is necessary and follows either step "a" or step "b" below:

    a. If the case **does not** involve one or more special pays—ATM, 3Rs, PSP, and/or PCA—skip the "Proceed to Pay Process" and go to step 17 to initiate a Job Code/Position Number Request.
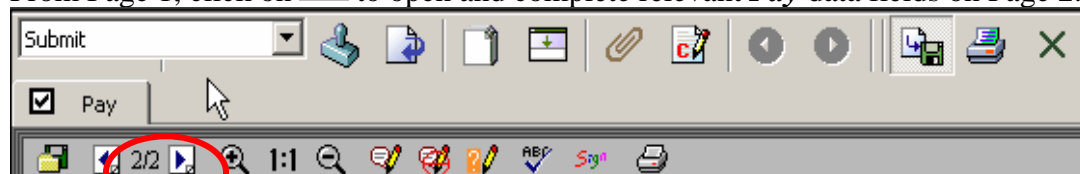
OR

    b. If the case **does** involve one or more special pays—ATM, 3Rs, PSP, and/or

        PCA—HR Specialist selects *"Proceed to Pay Process"* and clicks on 🖱️ to retrieve the *Pay* input sheet as shown in the ATM example below.

        Proceed to Pay Process

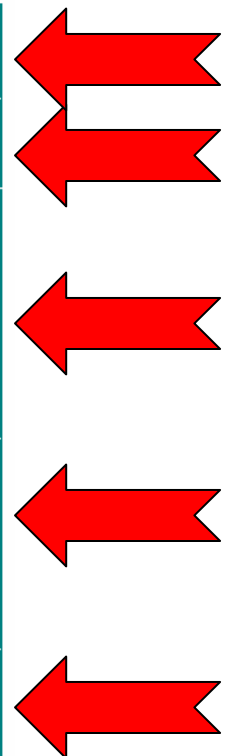From Page 1, click on ▶ to open and complete relevant *Pay* data fields on Page 2.

| Submit ▼ |

☑ Pay

2/2

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PAY (including ATM, 3Rs, PSP and PCA

Amount of Increase (dollar)		Amount of Increase (percent)		Date to SPT	
Total Compensation		New Total Compensation		Date Returned From SPT	
Above the Minimum (ATM)*	Yes	ATM Step	10	Date ATM Initiated	04/08/2004
ATM Approved	Yes	Date ATM Approved	04/15/2005		
3Rs	No	Retention Bonus Amt		Retention Bonus NTE Date	
New Retention Bonus		Retention Bonus Approved		Retention Bonus Approval Date	
Recruitment Bonus Amt		Recruitment Bonus Approved		Recruitment Bonus Approval Date	
Relocation Allowance Amt		Relocation Allow. Approved		Relocation Allow. Approval Date	
Date to HR Director		Date Returned From HR Director		Date to NCC	
Date Returned From NCC					
Physician Special Pay*	No	Scarce Specialty Amt		Geo Location Pay	
PSP Start Date		PSP Stop Date		Length of Service	
Executive Position		Exceptional Quals		FT Status	
Board Cert 1		Board Cert 2		PSP Approved	
PSP Approval Date					
PCA*	No	PCA Start Date		PCA Stop Date	
New Physician Comp Allowance		PCA Contract Length		PCA Annual Amt	
PCA Approved		PCA Approval Date		Mission Specific Allowance	

HR Specialist selects "*Submit*" and clicks on 🖋 to return the action back to the Recruit & Selection process in the HR Specialist's worklist.

| Submit ▼ | 🖋 |

e. HR Specialist immediately opens Recruit & Selection action to retrieve the two-page input sheet and completes page 2 as necessary.

f. a). HR Specialist initiates JOB CODE/POSITION NUMBER (JCPN) REQUEST action input sheet.

b). Click on JCPN tab. ((*NOTE: The JC/PN activity may be initiated individually and at any time in the Recruit & Selection process—this example requests both JC and PN at same time once selectee is determined).*

By clicking on JCPN tab, a new JCPN form will open. The Job Code and/or Position Number sections of the form open after choosing the "Request Type": JC (opens only the Job Code Section); PN (opens only the Position Number Section), JC/PN (opens both the Job Code and Position Number sections) to be completed for each request.

c). HR Specialist enters Job Code and/or Position Number request information as appropriate. *This is an example of a combined Job Code and Position Number request.*

Job Code/Position Number Request Form

WiTS

OHR

Request Section- *(To be completed by the CSD Branches)*   WiTS # 4491

Reason for Request:	Recruitment/Selection		Request Type:
Requestor's Name:		IC/CSD Branch: OD/B	JC/PN
Phone Number: 3015941462		Fax Number: 3014801098	JC Request:* PN Request:*
Employee Name: Thomas, Patricia F		Employee ID:	Create / Activate / Inactivate / Modify / Correct Create / Activate / Inactivate / Modify / Correct
Proposed Effective Date: 05/01/2005		CRADA Positions: No	
Branch PM Reviewer		Date Sent to Branch PM Reviewer	

Job Code Information Section- *(To be completed by the CSD Branches)*

Job Code Number	012345	Pay Basis (PA/PD/PH)	PA
Occupational Series(4-digit code)	0401	Functional Classification Category	11 - Research
Official Position Title Description	Biologist	Pay Plan	GS
Manager Level (Supervisory Level)	8-Nonsupervisory	Special Pay Table (if applicable)	
FLSA Status	Exempt	Salary Grade	09

Position Information Section- *(To be completed by the CSD Branches)*

Position Number	98765432	Full/Part-Time/Intermittent	Full-Time
Official Supervisor Position Number (Reports to)	12345678	Regular Shift (if applicable)	
Name and Title of Official Supervisor	Ken Kerr, Laboratory Chief	Standard Hours (Per Week)	80
Position Occupied (Competitive/Excepted)	Competitive	Compensation Frequency (Annual, Daily, Hourly)	Annual
Comp Level Code (3 Digit Code)	911	Bargaining Unit	8888
Date Position Classified	02/07/2005	Union Code (if applicable)	
Department (Admin Code)	HNAM4	Target Grade of Position	11
Location Code/Position Location	240130031 - Bethesda	Functional Sensitivity Code	N-Non-Computer
Regular/Temporary (Position)	Regular	Job Sensitivity Code	1 Nonsensitive
Exempt Type	B/C Terror		

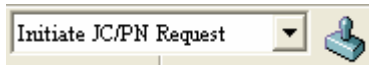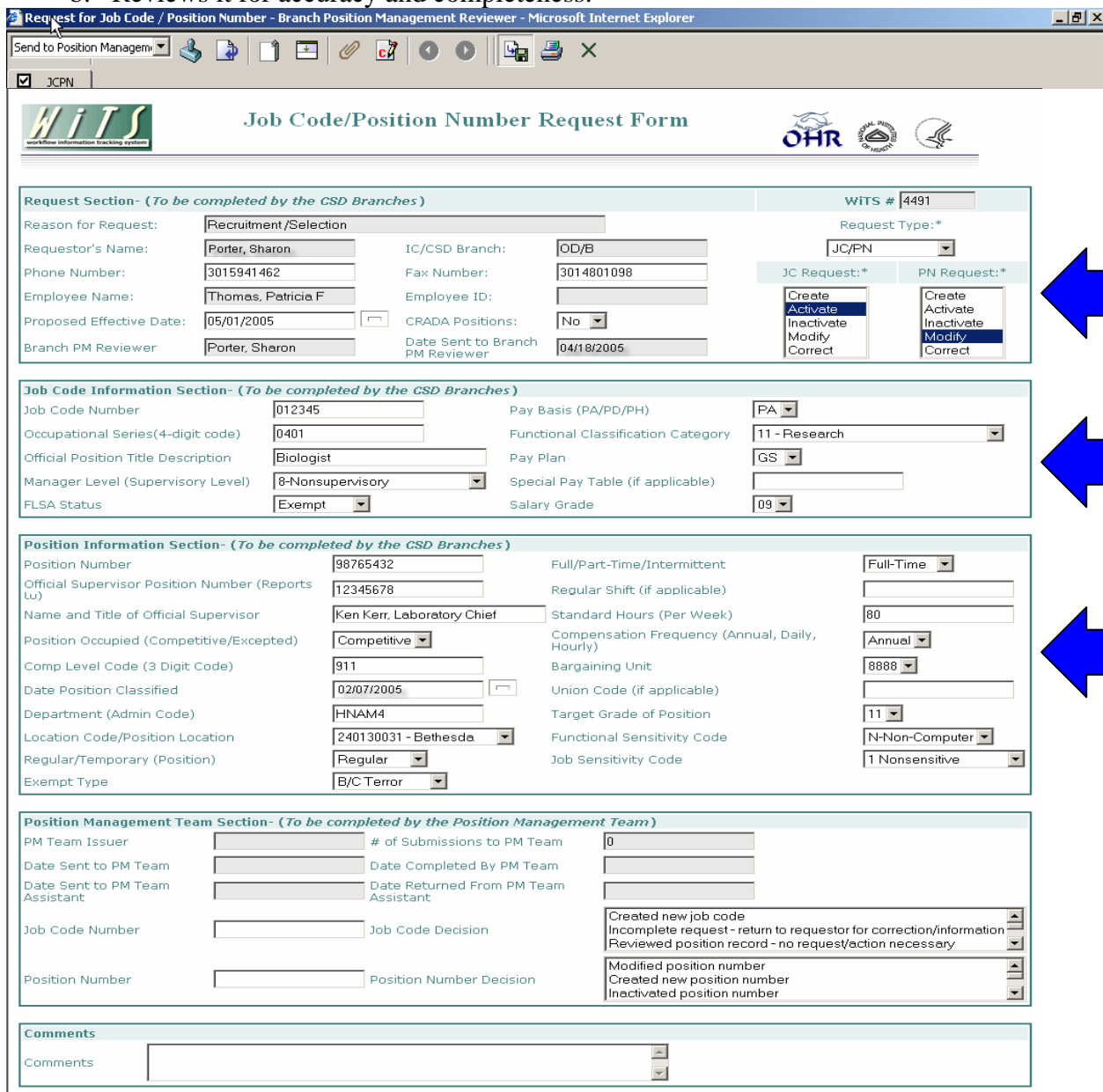**Position Management Team Section-** *(To be completed by the Position Management Team)*

PM Team Issuer		# of Submissions to PM Team	0
Date Sent to PM Team		Date Completed By PM Team	
Date Sent to PM Team Assistant		Date Returned From PM Team Assistant	
Job Code Number		Job Code Decision	Created new job code / Incomplete request - return to requestor for correction/information / Reviewed position record - no request/action necessary
Position Number		Position Number Decision	Modified position number / Created new position number / Inactivated position number

Comments

Comments

d). HR Specialist selects "***Initiate JC/PN Request***" and clicks on to forward the action to the Branch Position Management Reviewer's worklist.
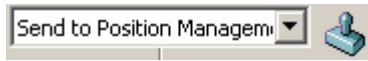
| Initiate JC/PN Request ▾ | 🖲 |

2. BRANCH PM (POSITION MANAGEMENT) REVIEWER

2. The HR Specialist, who has been designated as the Branch's PM (Position Management) Reviewer retrieves the action.
    a.   Opens the JCPN action to retrieve.
    b.   Reviews it for accuracy and completeness.

c. Branch PM Reviewer selects "***Send to Position Management Team***" and clicks on to forward the action to the CSD PM (Position Management) Team to process JCPN request.

3. **PM (POSITION MANAGEMENT) TEAM ISSUER (CSD/OD)**

3. a. The PM Team Issuer opens the Job Code/Position Number Request to retrieve.
    b. Complete and issue the JCPN as appropriate. *For example,*

c. PM Team HR Specialist selects "***Request Complete…***" and clicks on to assign the final Job Code and/or Position Number for the action.

   Note that this step will automatically enter the assigned Job Code and/or Position Number into the **New Position Information** section JC/PN fields of the Recruit & Selection input sheet and send an email notification to the HR Specialist and Branch PM Reviewer that the JCPN request has been completed.
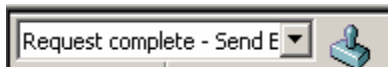
4. **HR SPECIALIST**

HR Specialist and Branch PM Reviewer receive e-mail notification that Job Code/Position Number request has been assigned/completed.
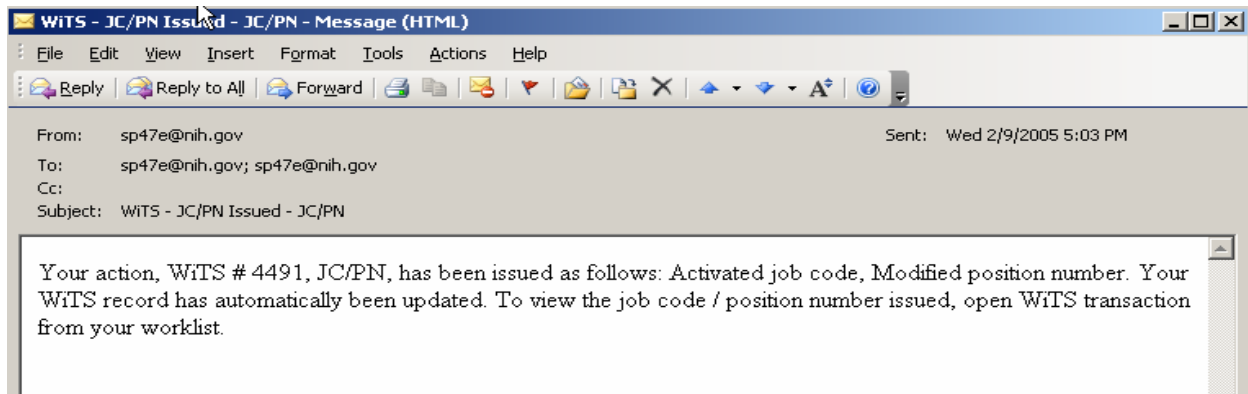
a. HR Specialist opens **Recruit & Selection** action to retrieve, review, and complete any remaining data fields relevant to this action on page 1 of the input sheet.

b. **IMPORTANT**: Specifically check to make sure that the JC/PN has been issued by the PM Team—it will be automatically entered into the **Job Code** and/or **Position Number** fields in the **New Position Information** section of the Recruit & Selection input sheet.

c. HR Specialist opens **Recruit & Selection** action to retrieve, review, and complete any remaining data fields relevant to this action on page 2 of the input sheet.

d. HR Specialist selects "***Send to HRA***" and clicks on to forward the action to the HR Assistant for EHRP processing.

5. HR ASSISTANT

HR Assistant receives e-mail or WiTS pop-up notification of new workitem.

a. HR Assistant opens **Recruit & Selection** action to retrieve.

b. Reviews and completes any remaining data fields relevant to this action on Page 1 of the input sheet as necessary.

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HRA processes EHRP action

TRANSACTION INFORMATION   * Required fields

WiTS #	AO's Email Address*	Action Type*		Date SF-52 Recv'd	Date Entered
4491	sp47e@nih.gov	Recruitment /Selection		02/09/2005	02/09/2005 12:09:58

Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*
HNAM4	OD	OHR	05/01/2005

Priority	Action Status Code	Action Status	
High	Red	Active in HR	

HR Assistant*	Porter, Sharon	HR Specialist*	Porter, Sharon	HR SPA*	Porter, Sharon
Date Initiated/Sent	02/09/2005 12:27:48	Date Initiated/Sent			
Date Returned to IO		Date Returned to IO			

CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name
	Patricia	F	Thomas

Position Title	Pay Plan	Series	Grade	Step	Pay Band	Pay Cluster
Biologist	GS	0401	09	10		

Position Number		Job Code		CAN	88888888
TK Number	11111	Base Salary	48604	Total Salary	56371
Certificate Type*	DEU	Vice	Jane Frank		

NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)

New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster
Biologist	GS	0401	09			

New Position Number	98765432	New Job Code	012345	New CAN	
New TK Number		New Base Salary		New Total Salary	

ORIENTATION INFORMATION

Orientation	Yes	CSD Orientation Contact	Sharon Porter	Orientation Contact Phone Number	301-594-1462
Orientaton Date	05/02/2005	Duty Station	Bethesda, MD	Hire Type	New
Fingerprints Required	Yes	Orientation Location	Bethesda, MD		

COMMENTS

Comments/Status	

From Page 1, click on to open Page 2 of the input sheet.

On Page 2, HR Assistant reviews and completes any relevant data fields in the Recruit & Selection section of the input sheet and processes action in EHRP.

c. HR Assistant selects "Send to SPA" and clicks on to forward Recruit & Selection action to the SPA.

6. **SPA**

d. SPA receives e-mail or WiTS pop-up notification of new workitem.

e. SPA reviews pages 1, 2, and 3 and enters the *Effective Date* (and PSP/PCA dates if appropriate) on page 3 of the Recruit & Selection input sheet.
On Page 1 ◀ 1/3 ▶ -- SPA reviews **Transaction Information, Current Employee/ Position Information, New Position Information,** and **Orientation Information** sections of the Recruit & Selection input sheet.

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SPA Finalizes EHRP Action

TRANSACTION INFORMATION   * Required fields

WiTS #	AO's Email Address*	Action Type*		Date SF-52 Recv'd	Date Entered
4491	sp47e@nih.gov	Recruitment /Selection		02/09/2005	02/09/2005 12:09:58

Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*
HNAM4	OD	OHR	05/01/2005

HR Assistant*	Porter, Sharon	HR Specialist*	Porter, Sharon	HR SPA*	Porter, Sharon
Date Initiated/Sent	02/09/2005 12:27:48	Date Initiated/Sent		Priority	High
Date Returned to IO		Date Returned to IO			

CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name
	Patricia	F	Thomas

Position Title	Pay Plan	Series	Grade	Step	Pay Band	Pay Cluster
Biologist	GS	0401	09	10		

Position Number		Job Code		CAN	88888888
TK Number	11111	Base Salary	48604	Total Salary	56371
Certificate Type	DEU	Vice	Jane Frank		

NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)

New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster
Biologist	GS	0401	09			

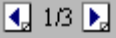| New Position Number	98765432	New Job Code	012345	New CAN	
New TK Number		New Base Salary		New Total Salary	

ORIENTATION INFORMATION

Orientation	Yes	CSD Orientation Contact	Sharon Porter	Orientation Contact Phone Number	301-594-1462
Orientaton Date	05/02/2005	Duty Station	Bethesda, MD	Hire Type	New
Fingerprints Required	Yes	Orientation Location	Bethesda, MD		

COMMENTS

Comments/Status	

CLASSIFICATION

Standard QC PD		Position Audited	
Pos.Audit Start Date		Pos. Audit Type	
Pos. Audit End Date		Date Class Started	
Date of Class. Allocation		Date Class Completed	
Date Position Number Reqst'd		Date Job Code Requested	
Date Position Number Rec'd		Date Job Code Received	
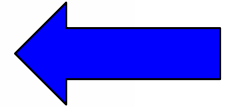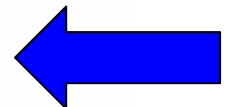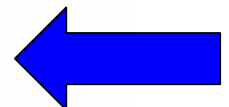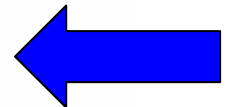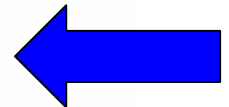
On Page 2 ◀ 2/3 ▶ -- SPA reviews **Recruit and Selection** section of the Recruit & Selection input sheet.

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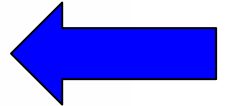**RECRUIT AND SELECTION**

Advertise Job *	Yes	Readvertise Job	No
Ann Number	HHS/NIH-2005-8888	DEU Cert Number	HHS/NIH-2005-8888-DE-1
Date Ann Opened	02/11/2005	Date DEU Cert Reqst'd	03/04/2005
Date Ann Closed	02/28/2005	DEU Request Number	101
Multidisciplinary Pos.	No	Date DEU Cert Issued	03/04/2005
# of Positions Advertised	1	Date DEU to Select. Official	03/05/2005
Date to Select. Official		DEU Selection Date	04/06/2005
Selection Date		Date DEU Cert Ret'd	04/07/2005
Date Selection Rec'd in HR		DEU Cancellation Date	
Type of Selection	Competitive	Cancellation Date	
Selection Type	Career/Career Cond Appt	Date QH Cert Issued	
Job Offer Date	04/07/2005	EOD Date	05/01/2005
Job Offer Response Date	04/16/2005	NIH 2028 Req. for Travel	No
SF-75 Info Required	No	Date of HR Auth. of 2028	
Date SF-75 Info Reqst'd		Date Pre-Recruit Form Rcv'd	02/09/2005
Date SF-75 Info Rec'd		Special Salary Rate	No
NTE Date		Priority Placement	N/A
Date Pre-Recruit Form Sent	01/11/2005		

AWARDS

Award Type		Award Amount	
Justification		Nominating IC	
Individual/Group		Award Period Start Date	
Group Recipients		Award Period End Date	

CAREER CHANGE

Career Change Type		Reason for Change		NTE Date	
Other Reason				Career Change EOD Date	

RESIGNATION
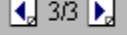
Date of Resignation		Type of Separation	Resignation	Date to ER Office	
Reason for Resignation					
Federal Benefits		Benefits Type		Date Exit Survey Info Sent	

RETURN TO DUTY

Return To Duty Date	

T42 CRS INFORMATION (FOR CLINICAL CENTER ONLY)

T42 CRS Type		Reason for CRS		CRS Conversion Type	
T42 CRS NTE Date					

On Page 3 ◄ 3/3 ► -- SPA reviews **Pay** section (only applicable if ATM, 3Rs, PSP and/or PCA apply to this action) of the Recruit & Selection input sheet.
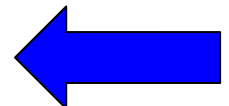
c.   SPA enters *Effective Date* (and **PSP/PCA dates** if applicable) in **SPA Action Processing** section of the Recruit & Selection input sheet.

DHHS/NATIONAL INSTITUTES OF HEALTH

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PAY (including ATM, 3Rs, PSP and PCA

Amount of Increase (dollar)		Amount of Increase (percent)		Date to SPT	
Total Compensation		New Total Compensation		Date Returned From SPT	
Above the Minimum (ATM)	Yes	ATM Step	10	Date ATM Initiated	04/08/2004
ATM Approved	Yes	Date ATM Approved	04/15/2005		
3Rs	No	Retention Bonus Amt		Retention Bonus NTE Date	
New Retention Bonus		Retention Bonus Approved		Retention Bonus Approval Date	
Recruitment Bonus Amt		Recruitment Bonus Approved		Recruitment Bonus Approval Date	
Relocation Allowance Amt		Relocation Bonus Approved		Relocation Bonus Approval Date	
Date to HR Director		Date Returned From HR Director		Date to NCC	
Date Returned From NCC					
Physician Special Pay	No	Scarce Specialty Amt		Geo Location Pay	
PSP Start Date		PSP Stop Date		Length of Service	
Executive Position		Exceptional Quals		FT Status	
Board Cert 1		Board Cert 2		PSP Approved	
PSP Approval Date					
PCA	No	PCA Start Date		PCA Stop Date	
New Physician Comp Allowance		PCA Contract Length		PCA Annual Amt	
PCA Approved		PCA Approval Date		Mission Specific Allowance	

CHANGE IN SCHEDULE/HOURS

Tour of Duty Old		Tour of Duty New		Benefits Affected	
Hours per Pay Period Old		Hours per Pay Period New			
Date New Position Number Requested		Date New Position Number Received		New Position Number	

LWOP

ER Related		Federal Benefits		Benefits Type	
LWOP NTE Date					

SPA PROCESSING

Effective Date*	05/01/2005		
SPA PSP Start Date		SPA PSP Stop Date	
SPA PCA Start Date		SPA PCA Stop Date	
SPA Comments			
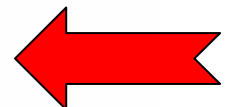
d.   SPA selects "Action Completed" and clicks on 🖳 to complete the WiTS Recruit & Selection action to move it from the *Active* to the *Archived* bizcove.

Action Completed ▾ 🖳